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Policy - Section I - Employee Development

I. Policy

It is Laboratory and UC policy to assist employees to increase the effectiveness of their performance in their present assignments as well as to encourage employees to obtain skills, knowledge, and abilities that may improve their opportunities for career advancement within the Laboratory and the University.

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II. Definitions

Employee development programs shall be classified as assignment-related, career-related, or educational-enrichment-related, based on the judgment of the department head/division leader in consultation with the Human Resources Manager.



II.1. Assignment-Related Programs

Assignment-related programs are those directly related to the work assignments or conditions of the employee's current assignment. For example, supervisory training is an assignment-related program for an employee whose current assignment includes supervisory responsibility. Another example would be technical training to acquire skills to perform a specific task or assignment.

II.2. Career-Related Programs

Career-related programs are those related to the development of skills, knowledge, and other qualifications that prepare an employee for other Laboratory or University assignments for which the employee, in the judgment of the department head/division leader, has some reasonable chance of attainment. Department heads/division leaders are encouraged to consult the Human Resources Manager in making this judgment.

For example, supervisory training is a career-related program for an employee whose current position does not include supervisory responsibilities but who is interested in competing for future Laboratory job openings that require supervisory ability. Another example would be taking formal, academic courses to develop or renew technical skills.

II.3. Educational-Enrichment Programs

Educational-enrichment programs are those related to an employee's avocation or career talents outside the Laboratory; they are not related to Laboratory assignments for which an employee might, in the judgment of the department head/division leader, be an effective competitor. For example, a music course normally would be considered an educational-enrichment program.

II.4. Employee Students

Employee students are career employees who take courses at colleges or universities for credit.

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II.5. Graduate Student-Term – Non UC Appointee

A Graduate Student Term Non-UC Appointee is a non-career employee who is a graduate student in good standing at an accredited institution of higher education other than the University of California and is at the Laboratory for the purpose of engaging in practical work or research activities in connection with their graduate education. The work or research must further the student's educational goals and the student must intend to return to their educational institution to complete their graduate degree within one year of their last enrolled semester/quarter. The appointment rate typically will be 50% time during the academic year and 100% time during breaks, for a period not to exceed the completion of study or six years, whichever is earlier, unless an extension beyond six years is approved by the Laboratory Student Policy Committee. ([see Section A.III.22.3.](#))

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III. Responsibilities

Responsibility for implementing the Employee Development Policy lies with employees, supervisors, department heads/division leaders, the Human Resources Manager, and advisory committees appointed by the Laboratory Director.

III.1. Employee Responsibility

Employees have the primary responsibility for individual career development and shall make a personal career interest, as well as any interest in educational-enrichment programs that may affect their work schedule, known to the department head/division leader. Employees shall initiate requests to participate in relevant assignment-related and career-related programs.

III.2. Department Head/Division Leader Responsibility

Department heads/division leaders and their supervisors have responsibility for the development of employees in their departments/divisions, for assisting interested employees in setting career goals and in encouraging their attainment. This includes counseling employees and providing opportunities to enhance and add to their skills.

Department heads/division leaders are also responsible for deciding who may participate in employee development programs.

III.3. Human Resources Manager Responsibility

The Human Resources Manager shall aid in the assessment of Laboratory development needs, sponsor or encourage appropriate assignment-related and career-related development programs, and work to these ends with advisory committees appointed by the Director.

III.4. Equal Opportunity Administrator Responsibility

The Equal Opportunity Administrator reviews and evaluates the effectiveness of employee development programs in relation to Laboratory affirmative action goals.

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IV. Eligibility

Any employee, excluding graduate student-employees, is eligible for the benefits provided by this policy for assignment-related programs. ([See Definition II.1.](#) of this section.)



Career employees are also eligible to participate in career-related and educational-enrichment programs. A career employee who is serving a probationary period is not eligible until completion of the probationary period.

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Policy - Section I - Employee Development

V. General Provisions

V.1. Criteria for Determining Support

The department head/division leader shall determine the degree to which participation in employee development programs shall be considered time worked and the degree to which payment of fees shall be provided. Department heads/division leaders are encouraged to consult the Human Resources Manager in making this determination.

In making this determination, the employee's need for training, the employee's career plan, the advantages one type of training has over the other types of training available, the quality of the training chosen, the training needs of other employees, and the effect of the determination on workload and the other employees shall be considered.

V.2. Time Worked ([See also Section I.VI.2.1., "Education Assistance"](#))

When participation in an employee development program requires attendance during the employee's normal work schedule, prior approval by the department head/division leader is required.

The department head/division leader may approve an employee's attendance at assignment-related or career-related programs as time worked. When a department head/division leader requires an employee to attend an assignment-related program, the time spent in attendance shall be counted as time worked.

An employee's participation in educational-enrichment programs shall not be counted as time worked.

Whenever time in attendance is not approved as time worked and the activity is unavailable outside normal working hours, the department head/division leader is encouraged to provide the employee an opportunity to participate by arranging an alternate work schedule to make up the time in attendance or by approving the use of vacation credits or leave without pay.

V.3. Payment of Fees ([See also Section I.VI.2.1., "Education Assistance"](#))

Contingent upon the employee's providing evidence of satisfactory completion of a prior approved program, the Human Resources Manager may approve full or partial payment of the costs for assignment-related or career-related programs to the extent funding is available. When necessary, the Human Resources Manager may advance payment of the costs provided the employee agrees to return the payment if the employee is unable to provide evidence of satisfactory completion. However, payment for regularly scheduled UC courses shall not exceed



that charged under the reduced fee policy. (See [Section I.VI.2.3.](#)) Normally, payment of fees for non-UC programs shall not exceed fees for comparable programs offered by the University of California. Higher fees may be paid in special circumstances when, in the judgment of the Human Resources Manager, it would be in the best interests of the Laboratory.

When a department head/division leader requires an employee to attend an assignment-related program, the full fees and related costs, i.e., materials, travel, and per diem, shall be paid from department/division funds.

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Policy - Section I - Employee Development

VI. Employee Development Programs and Activities

VI.1. Training—General

Orientation programs and on-site training courses are provided to instruct and acquaint employees with policies, procedures, and job requirements.

Employees may participate in special courses, workshops, and conferences at other plants, colleges, and universities, or attend scientific meetings, professional society meetings, research conferences, and industrial conventions and shows.

When approved by the department head/division leader, time spent in attendance at such programs, courses, workshops, meetings, and conferences is counted as time worked.

VI.1.1. Internal Training

The Laboratory provides employee training in various fields and topics of interest to the Laboratory.

These training courses are either assignment-related or career-related and are taught by Laboratory employees or by nonemployees under contract.

VI.1.2. External Training

External training includes courses, seminars, and workshops offered by universities, professional associations, and private companies. When a department head/division leader approves a request for an employee to undertake assignment-related or career-related off-site training, the department/division pays fees, travel, and other expenses as necessary. External training is used when the required skill, knowledge, or training is not readily available at the Laboratory.

The [Employee Development Division](#), as necessary, processes requests for external training (Form LL-3692), providing information about courses and their value, and maintaining the necessary records.

VI.2. Education—General

Employees may take courses offered at educational institutions and are eligible for limited time off work with pay and/or fee reimbursement when



- a. The employee is a career employee.
- b. The course is assignment-related or is part of an employee's approved Career Development Plan. ([See Section I.VI.2.2.](#))
- c. The employee files a completed and approved [Education Assistance form](#) with the [Employee Development Division](#) prior to the start of the course.

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Policy - Section I - Employee Development

VI.2.1. Education Assistance

Employees, except participants in a State-approved Unilateral Apprenticeship Training Program, are provided the following education assistance when a course is assignment-related or when the course is approved as career-related. Education assistance for participants in a State-approved Unilateral Apprenticeship Training Program is exclusively that provided by the Program.

Time Off with Pay

Up to six hours per week time off with pay may be approved by the department head/division leader, with the concurrence of the Human Resources Manager, for class attendance and/or for necessary travel time to and from class. Employees are expected, whenever class schedules permit, to take classes during nonworking hours.

Time off with pay is not allowed for study, library, or faculty consultation time. Time off with pay for an employee may not exceed 168 hours in a fiscal year without the prior approval of DOE.

Fee Reimbursement

Employees may be reimbursed for tuition, laboratory fees, and other fees required for registration when the employee submits proof of successful course completion and receipts for payment of fees to the Employee Development Division. In special circumstances, the Human Resources Manager may approve advance payment when the educational source requires payment in advance and the employee agrees to reimburse the Laboratory if the course is not successfully completed.

Reimbursement is allowed also when employees are forced to withdraw from a course because of work requirements, as confirmed by their department head/division leader, provided they submit evidence from the instructor that their work in the course was satisfactory at the time of forced withdrawal.

Employees who terminate before completion of a course may not be eligible for reimbursement.

VI.2.2. Career Development Plans

Fulltime career employees are eligible to submit Career Development Plans for acquiring the academic training needed to qualify for a specific Laboratory job. The plan must specify the career goal, the proposed curriculum of study, and the timetable for completion of training.



Each plan is reviewed by the employee's department head/division leader and Employee Development Division. Approval of the plan is based on a determination that the proposed curriculum and timetable are realistic, that there is a reasonable prospect of attaining the career goal at the Laboratory, and that department/division work needs can be met.

VI.2.3. UC Reduced Fee Enrollments

A career employee who completes six months of service at half time or more and who meets the admission requirements of the University of California is eligible for two-thirds reduction of both the UC Registration Fee and the UC Educational Fee for up to nine units or three regular session University courses per quarter or semester, whichever provides the greater benefit to the employee. Full fees will be assessed when an eligible employee's enrollment exceeds both nine units and three courses.

The reduced fee enrollment provision does not include access to student services and facilities provided through the University Registration Fee, which includes but is not limited to the Counseling Center, gymnasiums, or the Student Health Services, unless the employee is otherwise entitled to them.

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VI.2.4. Student Employee Graduate Research Fellows – UC (SEGRF)

Graduate students enrolled at a UC campus may participate in graduate research fellowships in a number of disciplines at the Laboratory. Students registered at UC may be employed by the Laboratory in the Scholar Employment Program as Student Employee Graduate Research Fellows – UC (SEGRF). ([See Section A.III.22.2.](#))

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Policy - Section I - Employee Development

VII. Special Leaves with Pay

VII.1. Professional Research or Teaching Leave–Policy

(See also [Appendix A](#), Section XIII(c) (4))

The Director may, with the prior written approval of DOE, grant professional research or teaching leave to a limited number of employees to promote their continuing professional growth and competence as senior scientific, engineering, and administrative staff members. DOE approval for such leave is based on evidence that the Laboratory will benefit from the proposed work and that the candidate will continue employment with the Laboratory, or another DOE-



funded employer, for a reasonable period following the leave. The leave may be spent at appropriate institutions within or outside the United States.

VII.1.1. Qualifications for Professional Research or Teaching Leave

The employee must be one of outstanding professional ability with a firm plan of study, teaching, or research that is clearly relevant to the interests of the Laboratory and to his/her competence. The employee must also have been continuously employed by the Laboratory for four years or more. University faculty holding joint appointments at LLNL and the University who are eligible for sabbatical leave are not eligible for participation in this program.

VII.1.2. Duration of Professional Research or Teaching Leave

The leave period may not exceed twelve months.

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Policy - Section I - Employee Development

VII.1.3. Salary, Travel Expenses, and Benefits During Professional Research or Teaching Leave

Employees on Professional Research or Teaching Leave are expected to partner with a host institution. Total salary received by the employee on Professional Research or Teaching Leave from both the Laboratory and the host institution may not exceed 100% of the employee's Laboratory salary. The employee desiring Professional Research or Teaching Leave shall endeavor to secure the host institution's agreement to contribute to the employee's Laboratory salary for the duration of the leave. In no event shall the percentage of salary paid by the Laboratory during the leave exceed the payments indicated in the following schedule:

Years of Service or Years Since Last PR or T Leave	Length of Leave	
	Up to 6 Months of Leave	6 --12 Months of Leave
4 years	.89 Salary	.44 salary
4 1/2 years	Regular salary	.50 salary
5 years	"	.56 salary
5 1/2 years	"	.61 salary
6 years	"	.67 salary
7 years	"	.78 salary



8 years	"	.89 salary
9 years	"	Regular salary

Travel expenses are not reimbursed by the Laboratory. Vacation and sick leave credits do not accrue to the employee during leave. Employees receiving less than 50% support from the Laboratory should consult with the Benefits Office regarding the impact on other benefits.

VII.2. Undergraduate Scholarship Program ([See Procedure I.VII.2.](#))

VII.2.1. Policy

Outstanding fulltime career employees may be granted an undergraduate scholarship for up to two calendar years to complete the requirements for a bachelor's degree in a scientific, engineering, or administrative field of interest to the Laboratory, or up to one calendar year to complete the requirements for an associate degree to qualify for Laboratory technician positions.

Employees granted the scholarship will be provided their base salary plus tuition and fees and may be provided a dislocation allowance. A committee appointed by the Director selects employees for this privilege.

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VII.2.2. Eligibility

All fulltime career employees who are within two years of obtaining a bachelor's degree in a scientific, engineering, or administrative field or one year of obtaining an associate degree in a technical field are eligible to apply, provided that

- The employee has worked at the Laboratory a minimum of two years.
- The employee has applied for admittance to the college or university where he/she expects to obtain a bachelor's or associate degree.
- The employee can establish that the degree requirements can be met within one or two calendar years depending on the degree objective.
- The employee's major field of study is in a field of interest to the Laboratory.

VII.2.3. Selection

Employees will be selected on the basis of Laboratory work performance and academic achievement.

VII.2.4. Salary and Benefits

Employees provided an undergraduate scholarship will be paid their current base salary, and tuition and fee costs will be paid. No reimbursement will be made for textbooks. Those employees who move to be closer to the college or university attended may be provided a dislocation allowance in accordance with Laboratory travel rules.



Employees continue to accrue vacation and sick leave credits, to be members of their retirement system, and to be eligible for participation in group insurance plans.

VII.2.5. Employment Upon Completion of the Degree

The employee may apply for any posted opening for which he/she is qualified upon obtaining the bachelor or associate degree.

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Procedure - Section I - Employee Development

VII.2. Undergraduate Scholarship Program: Application and Selection–Procedure

Application

An employee must submit to the Employee Development Division the following materials:

- A completed application for an undergraduate scholarship.
- A copy of transcripts for all undergraduate work.
- An evaluation from the college or university of the feasibility of the employee's completing degree requirements within a one- or two-year period.
- A planned course of study for completion of the associate or bachelor degree requirements within the one- or two-year period.

Selection

The Committee appointed by the Director will review the application, the transcripts, the evaluation, and the planned course of study to ensure that the employee is eligible for consideration.

If eligible, the employee will be asked to submit the following items to the Employee Development Division for review by the Committee:

- Courses taken and grades received for any academic work not included in the transcripts.
- Letters of recommendation from supervisors, department heads/division leaders, and other sources, such as a faculty member who is familiar with the employee's academic work.

Those employees who, in the opinion of the Committee members, are most likely to succeed in their academic work will be recommended to the Director to receive an undergraduate scholarship.

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For policy-related questions, contacts are:

[Employment Representatives](#), [Patricia Rzeszutko](#) X 2-6597

For web-related questions about this page, contact: [Workforce Planning and Analysis, SEDD](#)



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